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FEDERAL AVIATION ADMINISTRATION

OE/AAA®

OBSTRUCTION EVALUATION / AIRPORT AIRSPACE ANALYSIS

DESK REFERENCE GUIDE

SUBJECT: Add a new Case Off Airport

**You are required to have a registered e-filing account*

**Prepared by
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Washington, DC 20024**

All references to software products remain the protected trademarks of their manufacturers. The instructions in this document may reference Microsoft application(s). This is not meant in any way to express a preference for any particular product since there are many different browsers, programs, and operating systems available to the user. For simplicity only, one brand/product is used in the examples that follow.



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If you've successfully registered, you can use your OE/AAA account to file your Notice of Proposed Construction or Alteration.

Note: To file Wind Turbine /Met Tower Notice of Proposed Construction or Alteration, exit this guide and refer to the "Add a New Case Off Airport for Wind Turbine and Met Tower" desk reference guide.

You can use your OE/AAA account to file your

The OE/AAA electronic filing (e-file) system allows you to:

- Submit an FAA Form 7460-1 via an electronic data screen.
- Generate a map directly from your account to be submitted electronically with your filing.
- Track the status of your case(s) while their going through the study process.

From your OE/AAA Portal Page you have:

- Instant access to your determination, requests for additional information, etc... as they are issued by the FAA.
- The ability to attach surveys, and additional background information directly to your electronic case file(s).

Create a New Case

To create a new case, click the **Add New Case (Off Airport)** link. This will bring up the *Notice of Proposed Construction or Alteration* Page. Complete each section according to the instructions below.

Obstruction Evaluation Version 2014.2.0.251	OE/AAA Portal Page	
Home		
FAA OE/AAA Offices		
View Determined Cases		
View Interim Cases		
View Proposed Cases		
View Supplemental Notices (Form 7460-2)		
View Circularized Cases		
Search Archives		
	My Account	Off Airport Construction (includes on Military Airport)
	Name: EXAMPLE User Name: EXAMPLE Login Time: 04/18/2014 06:28:47 PM IP Address:	My Cases (Off Airport) Add New Case (Off Airport) Add Supplemental Notice (7460-2 Form) My Sponsors Add New Sponsor Off Airport Contacts My Circ Comments

Important: You must complete all required fields (indicated with an asterisk *) to successfully save your case. Missing data will result in a warning message at the top of your page identifying the required information.



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Notice of Proposed Construction or Alteration - Off Airport

Add New Case (Off Airport)

Sponsor (person, company, etc. proposing this action)	
* Sponsor: <input type="text"/>	
Construction / Alteration Information	
* Notice Of: <input type="text"/>	
* Duration: <input type="text"/>	
if Temporary : Months: <input type="text"/> Days: <input type="text"/>	
Work Schedule - Start:	<input type="text"/> (mm/dd/yyyy)
Work Schedule - End:	<input type="text"/> (mm/dd/yyyy)
*For temporary cranes: Does the permanent structure require separate notice to the FAA? To find out, use the Notice Criteria Tool. If separate notice is required, please ensure it is filed. If it is not filed, please state the reason in the Description of Proposal.	
State Filing:	<input type="text"/>
Structure Details	
* Latitude:	<input type="text"/> <input type="text"/> <input type="text"/> N <input type="text"/>
* Longitude:	<input type="text"/> <input type="text"/> <input type="text"/> W <input type="text"/>
* Horizontal Datum:	<input type="text"/> NAD83 <input type="text"/>
* Site Elevation (SE):	<input type="text"/> (nearest foot)
* Structure Height (AGL):	<input type="text"/> (nearest foot)
* Current Height (AGL):	<input type="text"/> (nearest foot)
* For notice of alteration or existing provide the current AGL height of the existing structure. Include details in the Description of Proposal	
Minimum Operating Height (AGL):	<input type="text"/> (nearest foot)
* For aeronautical study of a crane or construction equipment the maximum height should be listed above as the Structure Height (AGL). Additionally, provide the minimum operating height to avoid delays if impacts are identified that require negotiation to a reduced height. If the Structure Height and minimum operating height are the same enter the same value in both fields.	
* Nacelle Height (AGL):	<input type="text"/> (nearest foot)
* For Wind Turbines 500ft AGL or greater	
* Requested Marking/Lighting:	<input type="text"/> None <input type="text"/>
Other : <input type="text"/>	
Audio Visual Warning System(AVWS): * Only check this box if you are proposing the installation and use of an Audio Visual Warning System	
* Current Marking/ Lighting:	<input type="text"/> Select One <input type="text"/>
Other : <input type="text"/>	
* Nearest City:	<input type="text"/>
* Nearest State:	<input type="text"/>
* Description of Location:	<input type="text"/>
On the Project Summary page upload any certified survey.	
* Description of Proposal:	<input type="text"/>
Additional Location(s)	
Add New Location(s)	
<input type="checkbox"/> I hereby certify that all of the above statements made by me are true, complete, and correct to the best of my knowledge. In addition, I agree to mark and/or light the structure in accordance with established marking and lighting standards as necessary.	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Structure Summary					
* Structure Type:	<input type="text"/>				
* Structure Name:	<input type="text"/>				
NOTAM Number:	<input type="text"/>				
FCC Number:	<input type="text"/>				
Prior ASN:	<input type="text"/> - <input type="text"/> - <input type="text"/> - OE <input type="button" value="Validate Prior"/>				
Micro-Siting:	<input type="checkbox"/> Yes				
*For Wind Turbine/Met Tower-Only check this box if you are re-filing a location previously studied due to micro-siting. The FAA will validate your latitude/longitude coordinates against the prior ASN to ensure the structure has not moved more than 500 feet.					
Common Frequency Bands					
<input type="checkbox"/>	Low Freq	High Freq	Freq Unit	ERP	ERP Unit
<input type="checkbox"/>	698	806	MHz	1000	W
<input type="checkbox"/>	806	824	MHz	500	W
<input type="checkbox"/>	824	849	MHz	500	W
<input type="checkbox"/>	851	866	MHz	500	W
<input type="checkbox"/>	869	894	MHz	500	W
<input type="checkbox"/>	896	901	MHz	500	W
<input type="checkbox"/>	901	902	MHz	7	W
<input type="checkbox"/>	930	931	MHz	3500	W
<input type="checkbox"/>	931	932	MHz	3500	W
<input type="checkbox"/>	932	932.5	MHz	17	dBW
<input type="checkbox"/>	935	940	MHz	1000	W
<input type="checkbox"/>	940	941	MHz	3500	W
<input type="checkbox"/>	1850	1910	MHz	1640	W
<input type="checkbox"/>	1930	1990	MHz	1640	W
<input type="checkbox"/>	2305	2310	MHz	2000	W
<input type="checkbox"/>	2345	2360	MHz	2000	W
Specific Frequencies					
Add Specific Frequency					
Clone Prior ASN frequencies					
*Note: Selecting this link will only add frequency(ies)/power from the prior ASN listed in Structure Summary. Additional frequency(ies)/power must be manually added before submitting to the FAA if they are to be considered with your new filing.					



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- A. *Sponsor: Select the Sponsor from the dropdown menu. This menu is populated from your *My Sponsors* list. The registered information will automatically display in your electronic public record as the Sponsor's Representative once the case has been completed and a valid FAA Determination is issued.
- B. *Notice Of: Select the type of proposal. New Construction would be a structure that has not yet been built. Alteration is a change to an existing structure such as the addition of a side mounted antenna, a change to the marking and/or lighting, a change to power and/or frequency, or a change to the height. Existing would be a correction to the latitude and/or longitude, a correction to the existing height, or if filing for an existing structure that has never been studied by the FAA.
- C. *Duration: If Permanent, so indicate. If Temporary, enter the estimated length of time the temporary structure will be up in Months/Days.
- D. Work Schedule: *(Not a Required Field)* Using the calendar icons next to the fields select the date that construction is expected to start and the date that construction should be completed.
- E. State Filing: *(Not a Required Field)* Indicate if the case has been filed with the state.
- F. *Structure Type: Select the type of structure from the Structure Type drop down list. "Note: Frequencies will not be accepted if your Structure Type is 'Lighting Study'."
- G. *Structure Name: Enter a name for the structure (e.g. 50 Ton Crane, Hotel, Tower, etc...)
- H. FCC Number: *(Not a Required Field)* If this is an existing tower that has been registered with the FCC, enter the Antenna Structure Registration number.
- I. Prior ASN: *(Not a Required Field)* If an FAA aeronautical study was previously conducted, enter the prior Aeronautical Study Number. Prior ASN data can be pre-populated into the Notice of Proposed Construction or Alteration-Off Airport form data fields. When the e-filer confirms the Prior ASN data, the following data fields are available for pre-population:
- Latitude/Longitude
 - Site Elevation
 - Above Ground Level Height (determined AGL from valid prior ASN)
 - Marking/Lighting (Recommended Marking /Lighting from valid prior ASN to requested Marking /Lighting)
- J. Micro-Sitting: *(Not a Required Field)* only check this box for a Wind Turbine/Met Tower location previously filed that has moved no more than 500 feet from the structure's original location and re-filed for aeronautical study requires a prior ASN to validate the submission meets the criteria to be filed with the FAA as a micro-siting study.



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- K. *Latitude/Longitude: Latitude and Longitude must be precise geographic coordinates entered in Degrees, Minutes, and Seconds to the hundredth of a second (e.g. 25-47-4.75 N, 80-19-7.26 W).
- L. *Horizontal Datum: Select either NAD83 or NAD27. North American Datum is a reference from which latitude/longitude measurements are made.
- M. *Site Elevation: Enter the site elevation above mean sea level expressed in whole feet rounded to the nearest foot (e.g. 12' 3" should be entered as 12). This data should match the ground contour elevations for the site.
- N. *Structure Height: Enter the total structure height above ground level in whole feet rounded to the next highest foot (e.g. 12' 3" should be entered as 13). The total structure height shall include anything mounted on top of the structure such as antennas, lightning rods, obstruction lights, etc.
- O. *Requested Marking and Lighting: Indicate the type desired.
- P. Audio Visual Warning System (AVWS)
- Q. *Current Marking/Lighting: Indicate the current M/L on the structure; if a new structure, select N/A Proposed Structure.
- R. Current AGL: Required for structures being e-filed as existing or alteration.
- S. Min Operating Height (AGL): * For aeronautical study of a crane or construction equipment the maximum height should be listed above as the Structure Height (AGL). Additionally, provide the minimum operating height to avoid delays if impacts are identified that require negotiation to a reduced height. If the Structure Height and minimum operating height are the same enter the same value in both fields.
- T. Nacelle Height: Required when Structure Type "Wind Turbine" is being filed and the Structure Height (AGL) is 500 feet or greater.
- U. *Nearest City/State: Enter the name of the nearest city and the actual state where the site will be located.
- V. *Description of Location: Enter a brief description of the actual location of the site including the address or the relationship of the structure to roads, airports, prominent terrain, existing structures, etc.
- W. *Description of Proposal: Enter a complete description that details the nature of the filing.
- X. Add new location: When submitting more than one case (e.g. a crane and a building or four building points) the following required fields indicated with an asterisk (*) must be completed to successfully save additional locations: G, I, J, K, L, M, N, O, P. Additional rows may be added in increments of 1 thru 5. To remove an additional row, select the **Delete** link.
- Y. Common Frequency Bands: *(Not a Required Field)* Check any that apply. "Note: Frequencies will not be accepted if your Structure Type is 'Lighting Study'."



- Z. Specific Frequencies: (*Not a Required Field*) any frequency band not listed in the Common Frequency Bands should be added here. Select the **Add Specific Frequency** link and enter the Low Frequency, High Frequency, Frequency Unit, Effective Radiated Power (ERP), and ERP Unit. Select **[Save]** or **[Cancel]** to be returned to the *Case Data Entry* page. If an e-filer intends to overlap protected FAA frequencies, specific coordination with the FAA Spectrum Engineering Group will be required. A textbox allows filers to submit rationale for the frequency overlap in the e-filed Notice of Proposed Construction or Alteration-Off Airport form. "Note: Frequencies will not be accepted if your Structure Type is 'Lighting Study'."
- AA. Clone Prior ASN frequencies – (*Not a Required Field*) The Prior ASN field must be filled before entering frequencies. This link is displayed after the Specific Frequency Bands section. This link is only available if the e-filer adds a Prior ASN that has frequencies included in the case. When selected the applicable Common Frequency Bands and/or Specific Frequencies from the prior ASN auto populate and are available for edit by the e-filer prior to saving the draft. Once the e-filer saves this data, it becomes part of the current filing and is transmitted to the FAA with the new ASN. The e-filer is permitted to add additional frequencies if necessary after cloned frequencies are pre-populated but duplicate entries are not allowed. "Note: Frequencies will not be accepted if your Structure Type is 'Lighting Study'."
- BB. Selecting the checkbox to accept the certify statement.
- CC. When all required fields are completed, select the **[Save]** button. This will save the case data as a draft and take you to the *Project Summary* screen².

After case data has been saved as a draft, filers are taken to the **Map Verification** screen that displays all cases created on the previous Add New Case(s) Off Airport screen and require Map verification before submission.





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- Select the link labeled **View Map to Verify** for each case (displayed above the map).
- Review the plotted structure location on the Map (red bulleye).

Map Verification

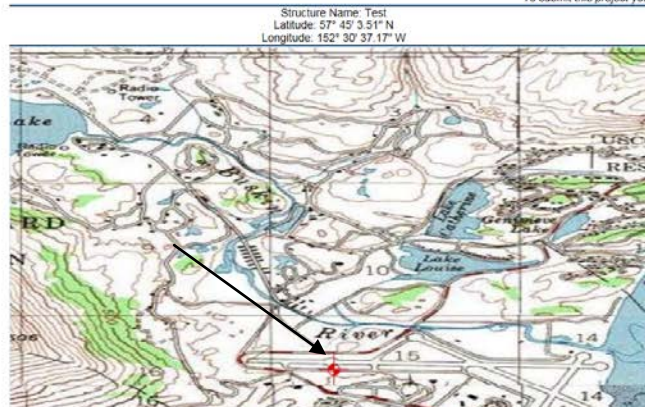
Mapping - Desk Reference Guide V_2014 2.0

faa.gov Tools: Print this page

• To submit your project to the FAA, you must verify the coordinates of each case listed below
• Select the link labeled 'View Map to verify' for each case
• Review the plotted location on the Map
• Select Verify once you have confirmed the location or click on the structure name link to go back to the Structure Name and revise your entered coordinates
• NOTE: You may continue to the Project Summary page without verifying your map(s), however, before your case is eligible for submission to the FAA you will be required to verify your plotted location. This function will also be available on the next screen for you to complete later.

Project Name: BRICK-000342821-15		Sponsor: Brickell Heights LLC	
Structure	City, State	Lat/Long	Map
Test Draft	Testee, AK	57° 45' 3.51" N 152° 30' 37.17" W	View Map to verify
Test Mapping Draft	Eagle Butte, SD	45° 56' 11.00" N 101° 56' 44.11" W	View Map to verify

To submit this project you must verify the coordinates of each case listed above by verifying the map

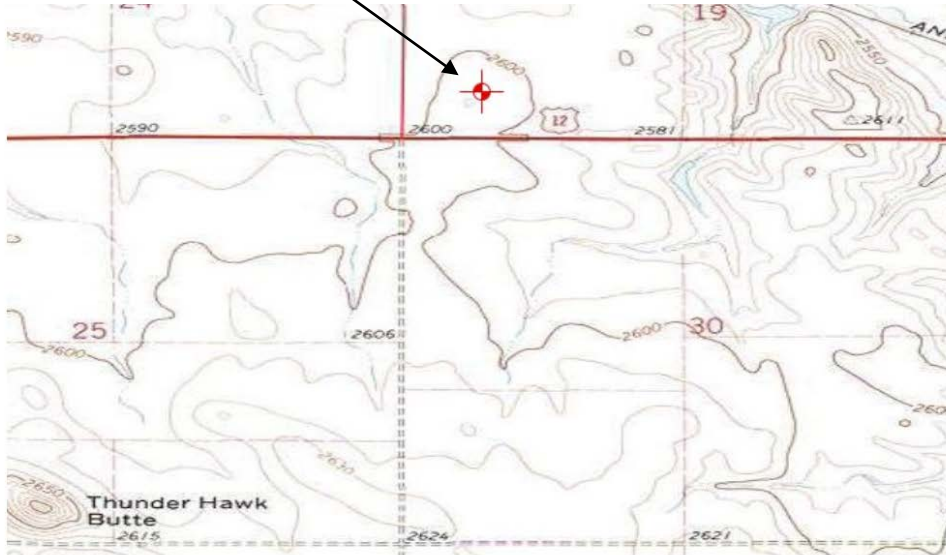


- Select **"Verify Map"** (at the bottom of the map) once you have confirmed the structure location or click on the **"Structure"** link to go back to the saved draft to revise your entered case coordinates.

Note: Once a map is verified, if the e-filer returns to the saved Off Airport data entry draft and re-certifies and saves the data, the filer is required to re-verify the map location prior to submission to the FAA. If the e-filer returns to the saved Off Airport data entry draft [view data] but cancels (does not re-certify the entered data), they won't be required to re-verify the Map.



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By verifying the coordinates represented on the map, you agree that the location of the case you have entered is correct to the best of your knowledge.

Aerial Photography Transparency Setting (1% increments): 0%

Verify Map

Verified map saved successfully

Continue - Map/Verify Later

NOTE: You may continue to the Project Summary screen without verifying your map(s), however, before your case is eligible for submission to the FAA you will be required to verify your plotted location. This function will also be available on the next screen for you to complete later.

When the only or last listed map in a project on the Map Verification screen is verified or if you continues to the Project Summary screen without verifying your map(s) the *Project Summary screen* will be displayed. Towards the right side of the page there will be a Map column and an Actions column. The Actions column contains the **Clone**, **Delete**, and **Upload a PDF** links. The Map column contains the **Verify Map** link.

Project Summary : BRICK-000342821-15

[Add Another Case to this Project](#) [Change the sponsor for this Project](#)

Lat/Long	Map	Actions
57° 45' 3.51" N 152° 30' 37.17" W	! Verify Map	Clone Delete Upload a PDF



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To map the case, select the **Verify Map** link.

If the crosshairs on the map match with your proposed structure location, select the **[Verify Map]** button. This will save the verified map but will *NOT* submit the case to the FAA. It will also return you to the *Project Summary* screen.

From the Project Summary page filers can verify or re-verify plotted location(s).
"To submit your project you must verify the coordinates of each case listed above by verifying the map".

Notice of Proposed Construction or Alteration - Off Airport faa.gov Tools: [Print this page](#)

[Add a new Case Off Airport - Desk Reference Guide V_2015.3.0](#)
[Add a New Case Off Airport for Wind Turbines - Met Towers - Desk Reference Guide V_2015.3.0](#)

Project Name: BRICK-000342821-15 **Sponsor:** Brickell Heights LLC

Project Summary : BRICK-000342821-15
[Add Another Case to this Project](#) [Change the sponsor for this Project](#)

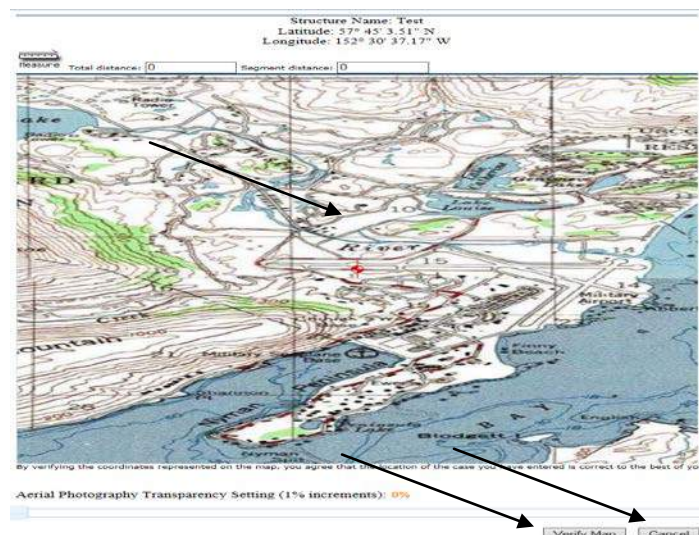
Structure	City, State	Lat/Long	Map	Actions
Test Draft	Testee, AK	57° 45' 3.51" N 152° 30' 37.17" W	Show Map (Re-Verify)	Clone Delete Upload a PDF
Test Mapping Draft	Eagle Butte, SD	45° 56' 11.00" N 101° 56' 44.11" W	Verify Map	Clone Delete Upload a PDF

Mapping - Desk Reference Guide V_2014.2.0 · [Attaching Documents](#) - Desk Reference Guide V_2014.2.0

Upload a PDF to the Project
Please upload all supporting case documentation including the latest certified survey, if available.

To submit this project, you must verify the coordinates of each case listed above.

To verify or re-verify your plotted location from the Project Summary screen Select "Verify Map" or "Re-Verify Map" under the "Map" column header. Once you've confirmed the structure location, select the "Verify Map" button at the bottom of the map or click on the "Cancel" button to return to Project Summary screen.

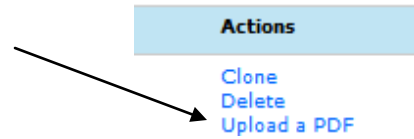




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Attach Documents to Cases



For Off Airport cases you can upload PDF documents before and after submitting your case if needed.

Projects

One or more cases can be grouped into a Project. For example, each of the four building corner points can be a Case of a building Project. Project makes it easier to file, evaluate, manage, and approve related cases.

Notice of Proposed Construction or Alteration - Off Airport

Add a new Case Off Airport - Desk Reference Guide V_2015.3.0

Add a New Case Off Airport for Wind Turbines - Met Towers - Desk Reference Guide V_2015.3.0

faa.gov Tools Print this page

Project Name: BRICK-000342821-15

Sponsor: Brickell Heights LLC

Project Summary : BRICK-000342821-15

[Add Another Case to this Project](#)

[Change the sponsor for this Project](#)

Structure	City, State	Lat/Long	Map	Actions
Test Draft	Testee, AK	57° 45' 3.51" N 152° 30' 37.17" W	 Verify Map	Clone Delete Upload a PDF
Test Mapping Draft	Eagle Butte, SD	45° 56' 11.00" N 101° 56' 44.11" W	 Verify Map	Clone Delete Upload a PDF

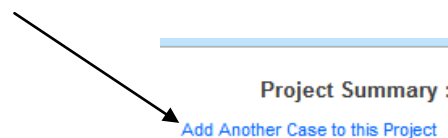
Mapping - Desk Reference Guide V_2014.2.0 Attaching Documents - Desk Reference Guide V_2014.2.0

Upload a PDF to the Project
Please upload all supporting case documentation including the latest certified survey, if available.

To submit this project, you must verify the coordinates of each case listed above.

Draft: Cases that have been saved by the user but have not been submitted to the FAA.
Waiting: Wind Turbine/Met Tower cases that have not been submitted to the FAA and are waiting for an action from the user, either to verify the map or attach specific documents
Accepted: Cases that have been submitted to the FAA.
Add Letter: Cases that have been reviewed by the FAA and require additional information from the user.
Work in Progress: Cases that are being evaluated by the FAA.
Interim: Cases that have been reviewed by the FAA and require resolution from the user.
Determined: Cases that have a completed aeronautical study and an FAA determination.
Terminated: Cases that are no longer valid.
Please allow the FAA a minimum of 45 days to complete a study.

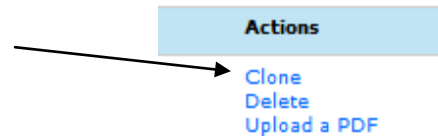
Add a Case



On the *Project Summary* screen you may select the **Add Another Case to this Project** link to add another case to this project. The cases entered this way will have the same project number.

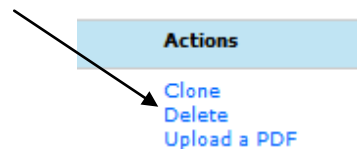


Clone a Case



Another way to add a case to the project is to clone a new case from an existing case. E-filers can clone cases from the Project Summary screen of cases in their account regardless of the status (i.e. Draft/Submitted). To clone a case, click the **Clone** link. The cloning feature will copy most of the information over into a new *Case Data Entry* screen and link the cases together in a project. You may add as many cloned cases to your project as necessary. Once all of the maps for the project have been verified, the **[Submit]** button will appear on the *Project Summary* screen so that the entire project can be submitted to the FAA.

Delete a Case



You may only delete cases in Draft status. To delete a single case or a case from a project, select the **Delete** link located under the Actions header on the Project Summary screen. This will display the *Confirm Case Deletion* screen. To continue with the delete, select the **[I Confirm]** button to execute the deletion.

Submit to FAA

Note: Before submitting your case/project to the FAA, determine if you need to use the Clone or Delete features.

After the case data has been saved and map(s) verified, the **[Submit]** button will appear on the *Project Summary screen* to allow you to submit the case to the FAA. If you have provided all the information about your case or project, select the **[Submit]** button. This will take you to the *Confirm Project Submission* screen.



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Notice of Proposed Construction or Alteration - Off Airport

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[Add a new Case Off Airport - Desk Reference Guide V_2015 3.0](#)

[Add a New Case Off Airport for Wind Turbines - Met Towers - Desk Reference Guide V_2015 3.0](#)

Project Name: BRICK-000342821-15		Sponsor: Brickell Heights LLC		
Project Summary : BRICK-000342821-15				
Add Another Case to this Project Change the sponsor for this Project				
Structure	City, State	Lat/Long	Map	Actions
Test Draft	Testee, AK	57° 45' 3.51" N 152° 30' 37.17" W	Show Map (Re-Verify)	Clone Delete Upload a PDF
Test Mapping Draft	Eagle Butte, SD	45° 56' 11.00" N 101° 56' 44.11" W	Show Map (Re-Verify)	Clone Delete Upload a PDF

Select the **[I Confirm]** button to submit the case or project to the FAA. When the submission is done, OE/AAA will display the *Project Submission Success* screen.

Confirm Project Submission

Project Name: BRICK-000342821-15

→ Please confirm you would like to submit Project BRICK-000342821-15 and associated cases to the FAA for processing.

→ [I Confirm](#) [Back](#)

The Aeronautical Study Number (ASN) assigned to your filed case(s) and other submission information is displayed. The Project Submission Success screen includes a link to a **state aviation contacts** map to determine if coordination of your proposed activity is necessary with your state aviation department.

Project Submission Success

Project Name: BRICK-000342821-15

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→ Project BRICK-000342821-15 has been submitted successfully to the FAA.

Your filing is assigned Aeronautical Study Number (ASN):
2015-AAL-287-OE
2015-AGL-13999-OE

Please refer to the assigned ASN on all future inquiries regarding this filing.

Please return to the system at a later date for status updates.

It is the responsibility of each e-filer to exercise due diligence to determine if coordination of the proposed construction or alteration is necessary with their state aviation department. Please use the link below to contact your state aviation department to determine their requirements:
[State Aviation Contacts](#)

To ensure e-mail notifications are delivered to your inbox please add noreply@faa.gov to your address book. Notifications sent from this address are system generated FAA e-mails and replies to this address will NOT be read or forwarded for review. Each system generated e-mail will contain specific FAA contact information in the text of the message.

→ [Return to Portal](#)

Please return to the system at a later date for status updates.